



# A BEGINNER'S GUIDE TO CODEMONKEY

## SEPTEMBER 2019

Dear Teacher,

Thank you for choosing to teach coding with CodeMonkey. CodeMonkey consists of an enriching platform that facilitates learning and teaching in a classroom setting. With gamified challenges, lovable characters and intuitive courses, your students will discover their love for code in no time. CodeMonkey's unique user experience and extensive online teaching tools will introduce students to basic Computer Science in order to better equip them for the 21st century.

The following Beginner's Guide contains information on creating student accounts, classroom management, grading and more! To stay up to date on coding in the classroom, subscribe to CodeMonkey's weekly [blog](#) and follow CodeMonkey on [Twitter](#), [Facebook](#) and [Instagram](#).

Quick navigation inside this file:

1. [Classroom Management](#)
2. [Subscription Plans](#)
3. [Your Subscription](#)
4. [Add Classrooms](#)
5. [Change Classroom Name](#)
6. [Move Classroom to a different subscription \('Upgrade' Classroom\)](#)
7. [Set Classroom Language](#)
8. [Create Student Accounts](#)
  - a. [Single Account](#)
  - b. [Multiple Accounts](#)
  - c. [Classroom Code](#)
9. [Student Login Instructions](#)
  - a. [Student Login Cards](#)
  - b. [Classroom Login URL](#)
10. [View and Edit Student Accounts](#)
  - a. [Move Student Accounts Between Classrooms](#)
  - b. [Archive Student Accounts](#)
  - c. [Delete Student Accounts](#)
11. [Classroom and Student Data](#)
  - a. [Usage Report](#)



- b. [Export All Classrooms Data To CSV](#)
- 12. [Coding Adventure Access for Teachers](#)
- 13. [Coding Adventure Access for Students](#)
- 14. [How to Use the Teacher Dashboard](#)
  - a. [Lessons Tab](#)
  - b. [Courses Tab - Assign Courses](#)
  - c. [Progress Tab](#)
  - d. [How to Find 3-Star Solutions](#)
  - e. [How to Find Student Solutions](#)
  - f. [Limit Student Progress](#)
  - g. [Gradebook Tab](#)
- 15. [Archive](#)
- 16. [Lesson Plans](#)
- 17. [Skill Mode Challenges](#)
- 18. [Challenge Builder](#)
- 19. [Game Builder](#)
- 20. [Become a Certified CodeMonkey Instructor](#)
- 21. [Support](#)



## 1. Classroom Management

To manage classrooms, click the menu icon in the top right-hand corner of the homepage. Select '[My Classrooms](#)' from the menu. Classrooms you create will automatically show up with your teacher account, so you will be able to find them under the '[My Classrooms](#)' table. You can create as many classrooms as you need. Your list of classrooms will also include the number of students per class, the type of subscription your classroom has, weekly active users and monthly active users. Click on a classroom to access its dashboard and see more student information.

## 2. Subscription Plans

CodeMonkey offers four teacher subscription plans, each tailored for a different type of classroom. See below to learn more about each. All teacher subscriptions come with full access to CodeMonkey's classroom dashboard and teacher resources.

- a. **Super Teacher** - For teachers who want to bring CodeMonkey's introductory coding challenges to a large amount of students. This subscription offers the first 30 Coding Adventure challenges as seen in the teacher's trial, however, it allows you to create as many student accounts as needed. Super Teacher also grants access for teachers to take the [Certified CodeMonkey Instructor](#) course and become a Certified CodeMonkey Instructor. Super Teacher *does not* come with additional courses for students.
- b. **Homeschool** - For parents or tutors who want to teach coding at home. Homeschool grants access to all of CodeMonkey's classroom dashboard, teacher resources and courses for up to 3 students.
- c. **Classroom** - For teachers or coding club instructors with 20 or more students. With this subscription, educators can choose which courses they would like to teach. Currently, they can choose from the Coding Adventure courses, Game Builder, Dodo Does Math, Coding Chatbots, Banana Tales and CodeMonkey Jr. More courses are always being added. With this subscription, each student account is individual and non-transferable. Once the maximum amount of student accounts are created and have been used, deleting and transferring student accounts is no longer possible. Teachers can always purchase more student seats by contacting our [sales team](#).
- d. **Flex Classroom** - For teachers with over 20 students. With this subscription, teachers can choose which courses they would like to have. Currently, they



can choose from the Coding Adventure courses, Game Builder, Dodo Does Math, Coding Chatbots, Banana Tales and CodeMonkey Jr.. More courses are always being added. Each student account is individual, however archiving student accounts makes room for new students.

For more information about our subscriptions plans, contact our [sales team](#).

### 3. Your Subscription

To find information regarding your subscription, go to '[My Classrooms](#)'. Click on 'View All' which is above the brown box on the top right-hand corner of My Classrooms. There you will find subscription details, such as available content (course abbreviations), available seats and subscription start/end dates.

#### **Courses Abbreviations:**

**CA1** - Coding Adventure Part 1: Fundamentals  
**CA2** - Coding Adventure Part 2: Functions & Conditions  
**CA3** - Coding Adventure Part 3: Logic & Events  
**PLF** - Platformer (Game Design Course)  
**FRG** - Frogger (Game Design Course)  
**SPR** - Draw Your Own Sprites (Game Design Course)  
**CHB** - Coding Chatbots  
**ANG** - Dodo Does Math Angels  
**DST** - Dodo Does Math Distances  
**MLT** - Dodo Does Math Multiplication  
**BT1** - Banana Tales Part 1: Python Fundamentals  
**BT2** - Banana Tales Part 2: Advanced Topics  
**CMJR** - CodeMonkey Jr.

For those who no longer have remaining seats and are interested in purchasing more, please [contact us](#).

### 4. Add Classrooms

Classrooms can be used to manage student accounts, view student progress, see solutions, automatically extract student grades, invite co-teachers and more.



To add a new classroom, go to your classrooms page (by clicking on the menu and choosing '[My Classrooms](#)') and click on the '+ Create New Classroom' button underneath the classrooms' table.

Fill the classroom's name and choose the subscription it should belong to.

Please note:

- A classroom cannot have more than 60 students
- Refer to the information provided on purchased subscriptions (see Your Subscription above) to configure the remaining number of seats.

## 5. Change Classroom Name

Go to Classrooms, find the classroom whose name needs to be changed. To the right, under 'Actions', click on the pencil icon in order to edit the classroom's name.

Another option: Go to Classrooms and click on the classroom whose name needs to be changed. Once inside the Classroom, click on the Classroom's name and a text field will appear that allows for editing the name. Click save once the name change is complete.

## 6. Move Classroom to a different subscription ('Upgrade' Classroom)

Using the 'Upgrade' button, you can move your classrooms between your different subscriptions.

You can find the 'Upgrade' button in the '[My Classrooms](#)' page next to each classroom, under 'Actions'.

There are a few cases in which you may want to upgrade a classroom's subscription:

- a. If you want to upgrade a classroom from the free trial to your subscription.
- b. If you want to upgrade a classroom from your expired subscription to your new subscription.
- c. If you have more than one active teacher subscription and would like to change the current subscription of one class to another.

Please note that the subscription you want to upgrade to must be active, under your CodeMonkey account and have **enough available seats**.



To upgrade a classroom's subscription, please do the following:

**\*Important:** to avoid taking up extra subscription seats following the upgrade, be sure to **first archive the students you do not want** in your upgraded classroom. Only then upgrade the classroom. If you do not first archive students and then upgrade the subscription, you will lose available seats in your quota.

- a. Click on [‘see my classrooms’](#).
- b. Locate, but do not click on, the classroom you would like to upgrade.
- c. Click on the upwards arrow icon on the right side of the screen, underneath ‘Actions’.
- d. You will be asked to review the classroom's student list before moving your students to a different subscription. If you would like to remove certain students before upgrading, you can archive them in the classroom page, under the ‘Students’ tab.
- e. **Please note:** all students moved will immediately take up seats in the new subscription seat quota and will not free up seats in the current subscription.
- f. Click on Upgrade to continue.
- g. Choose the subscription you would like to upgrade to. If you only have one other subscription to choose from, the box will automatically choose it for you.
- h. You will see the subscription's current and after upgrade seat quota status.
- i. Please note: upgrading the classroom will not free seats in the classroom's current subscription (unless it is a Flex Classroom subscription).
- j. You will get a summary of the final seats used and remaining after the upgrade.
- k. Click on ‘Confirm Upgrade’ to proceed.
- l. You will get a message confirming the upgrade was successful.

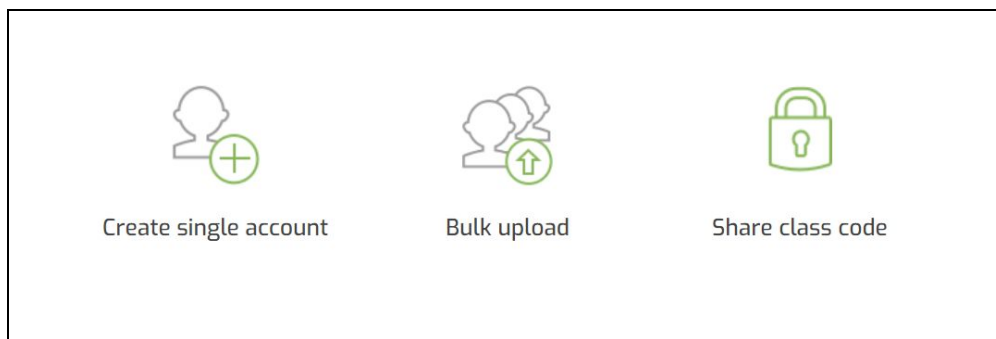
## 7. Set Classroom Language

To access the available languages, click on the menu icon and choose the flag icon of the language you are interested in. Selecting the language will set the default language for your students when they login to CodeMonkey.

## 8. Create Student Accounts

The classroom dashboard has several tabs. After choosing a classroom, click on the Students tab. Scroll down until the 'Add Students' button appears and click on it.

There are three ways to create student accounts: single upload, bulk upload, and through sharing a class code. See the following explanations to learn how each of these is used. Even after choosing a method, the option to choose between methods remains available later on.



### a. Single Upload

To create a single account for a student, follow these steps:

1. Click the menu icon on the top right-hand corner and select '[My Classrooms](#)' from the menu.
2. Click on the classroom that you want to upload the student to
3. In the Students tab, click 'Add students'
4. Click 'Create single account'
5. Fill in the display name (optional), username (i.e **first initial.last name**) and the password. Passwords need to be at least six characters long.
6. Click on 'Create'. The student account will then be created and added to your classroom.

As usernames are unique in the system, it is possible that one of the usernames you chose is taken. In this case, an error message will appear to let you know that the username has already been taken. Click on 'Back' and add the first or last initial, or a number to the username.

### b. Bulk Upload



This option is great if you want to create multiple accounts quickly. In order to register the entire class, create a CSV file that includes all of your students and upload the file directly to your classroom.

1. Create a CSV file with two columns listing all of the students:
  - a. **Column 1** will contain students' **Display Names** (which cannot contain spaces and must be unique within the classroom).
  - b. To protect students' privacy, do not use any personal information such as their full name or birthday.
  - c. We recommend using a nickname, first name only or first name and last initial (sarah.b).
  - d. **Column 2** will contain student passwords. Passwords need to be at least six characters long.
  - e. Each student account should be in an individual row.
  - f. Do not include a header row in the CSV file.
  - g. You can create up to 60 student accounts.
  - h. Save file in CSV format
    - i. Excel users: 'File', 'Save As', and then 'File Type' to select 'Comma-Separated Values'.
    - ii. Google Spreadsheets users: use 'File', 'Download As' then select 'Comma -Separated Values'.
2. Go to [www.codemonkey.com](http://www.codemonkey.com), and click the menu icon in the top right-hand corner.
3. Select '[My Classrooms](#)' from the menu. A list of existing classrooms will appear.
4. Click the classroom that the students need to be uploaded to and upload the students.
5. From the Students tab click 'Add students'.
6. From the pop-up bar, choose Bulk upload and click on 'Choose file'.
7. Select the CSV file made to upload and click 'Open'.
8. Click 'Upload'.
9. Unique usernames will be generated based on display names. You may edit the username later in the student list.
10. The users will be created and added to the classroom.
11. Use [Student Login Cards](#) to provide students with their usernames and passwords.

### c. Share Class Code

Every single class in CodeMonkey has its own code. Students can sign up to CodeMonkey on their own and join your classroom by entering your classroom's code. The classroom code is a combination of letters and numbers.





Your classroom code appears in a few places:

1. In the Classroom's page underneath the Actions column of your classroom name.
2. In the upper right-hand corner of the Students tab in your classroom dashboard.
3. In the Add students window -
  - a. From the homepage, click the menu icon in the top right-hand corner and select '[My Classrooms](#)' from the menu.
  - b. Click the classroom that you want to upload the student to.
  - c. From the Students tab click on 'Add students'.
  - d. Click Share class code.
  - e. Your unique code will be visible in the box with the green outline. Write the code on the whiteboard or print a sheet to handout to the students.
  - f. If you ever want to generate a new code, click on the re-generate icon (two arrows) to the right of the box containing your classroom code.

Instructions for students to register with a 'classroom code' (you can copy-paste this):

1. Go to [www.codemonkey.com](http://www.codemonkey.com)
2. Click on 'sign-up'
3. Click on 'student'
4. Click 'Yes, I have a classroom code'
5. Enter classroom code
6. Finish registering by completing the process. Students can create their own username or use Google account/Office 365/Clever/ClassLink/Edmodo/Facebook to sign up.

When students have completed the instructions above, they will be automatically added to your classroom.

If a student is already registered and you want to add them to your classroom, copy-paste this so they can join your class:

1. Go to [www.codemonkey.com](http://www.codemonkey.com)
2. Log-in to account
3. After you are logged in, click on the menu
4. Click 'Join Classroom'
5. Click 'Yes, I have a classroom code'
6. Enter your code



7. Click on 'Join classroom'. A confirmation message will appear.

After your students have completed these instructions, refresh your browser to see them in your classroom.

## 9. Student Login Instructions

(Student ready: copy-paste this)

1. Turn on the computer and open a browser
2. Go to [www.codemonkey.com](http://www.codemonkey.com)
3. Click on "log-in"
4. Enter login credentials:
  - a. Username:
  - b. Password:
5. Click 'log-in'
6. Start coding!

### a. Student Login Cards

You can print out Student Login Cards that are readily available on the top right-hand corner of the Students tab. You can easily print these out and hand each student their log-in card. Keep in mind that if the student created their password, or connected through a SSO, the password will not be shown due to privacy reasons.

### b. Classroom Login URL

Classroom Login URL is a great tool that facilitates how students access their CodeMonkey classroom. You can access the URL on the top right-hand corner of the Students tab and then share it with the class. This means students can access their CodeMonkey account in fewer steps and less typing since there is no need to type in the CodeMonkey URL and username. To do so, each student accesses the URL, clicks on their username, fills out their password and accesses their account.

## 10. View and Edit Student Accounts

It is possible to edit student display names, usernames and passwords. However, deleting, resetting or transferring student accounts once they have been used is not possible.



To change a student's display name, username or password:

1. Go to the classroom the student is in, then click on the 'Students' tab - this will take you to the student list
2. **Change the student's display name:** Locate the student's display name in the table and click on the edit button next to it. A text field will appear: edit the name and 'save'.
3. **Change username:** Locate the student's username in the table and click on edit button next to it. A text field will appear: edit the name and 'save'.
4. **Change student password:** Locate the student's name in the table and click on 'Reset password' under the 'Password' column, in the text field, write the new password (at least 6 characters long) and click on 'save'.

**Please note:** For students who logged into CodeMonkey using Single-Sign On, you will not be able to reset their passwords or edit their usernames. A message will appear in the **password** column saying that the student logged in using a SSO.

#### a. Move Student Accounts Between Classrooms

Student accounts can be moved between CodeMonkey classrooms.

##### **To move a single student:**

1. Using the ['My Classrooms'](#) page, go to the classroom the relevant student is in.
2. In the 'students' tab, locate the account and click on the 'move' button in the actions column.
3. In the pop-up window, choose which classroom the student needs to be moved to and click on 'Move student'.
4. **Please note:** In case you move a student to a classroom that belongs to different subscription, moving this student will not free up a seat in its current subscription (unless it is a Flex Classroom subscription), and will take up a seat in the new classroom's subscription.

##### **To move student accounts in bulk:**

**'Bulk Transfer Students'** is available in your [Classroom page](#), beneath the classrooms table in the lower right-hand corner. This feature enables you to move students between classrooms (even students that are in expired classrooms) with just one CSV file.

To use Bulk Transfer:



1. Create a **CSV** file with two columns: **column 1** will contain students logins (usernames) as they appear in the classroom student list (**make sure to use the students' username, and not the display name**). **Column 2** will contain the [code of the classroom](#) you would like to move the students to. Do not include a header row in the CSV file. You can only move existing students.
2. In the 'My Classrooms' page, scroll all the way down and click on Bulk Transfer Students.
3. Click on Choose File to choose the CSV file you have created and then click on Submit
4. You will be asked to confirm the change. After confirming, wait a few moments until the loading bar gets to 100%.
5. Once the file has been uploaded, you will get a confirmation message.

## b. Archive Students

If a student is not part of your classroom anymore, you can archive the account to keep your classroom organized. An archived account is still active and the progress and achievements are saved. However, the student will not be able to access any of the challenges or courses. For those who have a flex subscription, archiving students will free up available seats in the subscription. Archiving students in a standard subscription does not lower the number of available seats.

To archive a student account:

1. In the classrooms page, click on the classroom with the student account that you want to archive. In the 'Students' tab, locate the student's account and click on the 'Archive' button in the 'Actions' column.
2. In the pop-up window, you will be asked to confirm the archived student. Click on 'Archive'.
3. In the next window, type ARCHIVE and click on 'Archive' again. This will complete the action and the student will be moved to the archive.

[Click here](#) to learn about viewing archived students and classrooms.

## c. Delete Student Accounts

Every CodeMonkey account is individual and non-transferable. Used student accounts cannot be deleted, reset or transferred. The 'Delete' button will only be available if a student has not yet used their account. This is helpful in cases where a student accidentally creates two or more accounts or left before the



course began. In rare scenarios, accounts may be deleted. If you think that this is the case, contact us at [info@cm-studios.com](mailto:info@cm-studios.com).

## 11. Classrooms and Student Data

### a. Usage Report

You are able to generate usage reports in PDF format with an overview of your classes' usage of CodeMonkey. The report will show data per classroom such as: students' average time on website, number of challenges solved and number of active users per month.

To access the usage report:

1. Click the menu icon in the top right-hand corner.
2. Select '[My Classrooms](#)' from the menu. A list of your classrooms will appear.
3. At the top of the page, click on the 'Generate Usage Report' button.
4. Select the report's time range and click Generate.
5. Once the report is ready, you will be able to download your report.

### b. Export All Classroom Data To CSV

You are able to export student progress and grades for Coding Adventure.

To access this data:

1. Click the menu icon in the top right-hand corner.
2. Select '[My Classrooms](#)' from the menu. A list of your classrooms will then appear.
3. At the bottom of the page, click on 'Export All Classrooms Data to CSV'.
4. Once the report is ready, you will be asked to download your report.

Student progress for any other courses in your subscription can be reached through the classroom's dashboard.

To access this data:

1. Click the menu icon in the top right-hand corner.
2. Select '[My Classrooms](#)' from the menu. A list of your classrooms will appear, choose the desired classroom.
3. In the dashboard, go to the 'Progress' tab
4. At the top of the page, choose the course you would like to get student data for.
5. Click on 'Export Data To File'.
6. Once the report is ready, you will be asked to 'Click here to download your report'



## 12. Coding Adventure Access for Teachers

Click on the map icon in the navigation bar in the top right-hand corner. This will open the 'Challenge Map' showing all challenges, including Skill Mode and the star score achieved in each challenge. The map is accessible to both students and teachers. Teachers can move freely between challenges. Click on a challenge to start playing.

## 13. Coding Adventure Access for Students

Once students log-in to their account, they can either click on 'Continue your adventure' at the top of their home page or scroll down to the 'Activities' section to access any available course. At any time, students can click on the challenge map icon in the navigation bar to open the challenges map. Students can only move freely within challenges that they have already solved.

## 14. How to Use the Classroom Dashboard

The classroom dashboard helps you manage student accounts. The dashboard is constructed of five tabs:

1. **Lessons** - Coding Adventure lesson plans integrated into the classroom's dashboard, helping you to easily conduct coding classes.
2. **Students** - manage students and invite co-teachers to join a classroom
3. **Courses** - view available courses that are available to the classroom (based on your subscription).
4. **Progress** - find student progress and solutions for all courses
5. **Gradebook** - see student grades based on their progress.
6. **Showroom** - see all projects built by the students.

After creating accounts for students in the 'student' tab, go over to the 'progress' tab to see the progress table. Once students start playing, colorful stars representing their score will appear in the same row as their name in the dashboard.



## a.Lessons Tab

Lessons is a feature that will help teachers more easily conduct their coding classes. It is easily accessed from the classroom's dashboard. Lessons purposes:

- **Access individual lesson plans** from the classroom dashboard. This can help you easily manage your lessons based on where you are in the course.
- **A distinct mode for when you are teaching and when students play.** When you begin a lesson, student accounts go into Lesson Mode, which means they cannot access any content. When you assign challenges, student accounts go into Playtime, which means they can only play the challenges relevant to the lesson you are on. This can help improve students' focus and attention during class time since they will not be distracted by other challenges or activities.
- **Keeps track of your progress in each class** since it saves which lesson plans you already taught. Once you end a lesson, it will automatically be marked as complete and will take you straight to the next lesson so you never forget where you left off.

To use Lessons with your CodeMonkey classroom:

1. Click the menu icon in the top right-hand corner.
2. Select '[My Classrooms](#)' from the menu. A list of classrooms will appear so choose the desired classroom.
3. In the dashboard, go to the 'Lessons' tab.
4. On the right-side of the page is the Courses Selection, where you can choose the lesson you want to teach. Currently, CodeMonkey Lessons is only available for Coding Adventure Parts 1, 2 and 3.
5. Underneath, you will find the name of the course you chose and the corresponding lesson plans.
6. Click on the green button to download the lesson plan relevant for this lesson.
7. In the Shortcuts menu on the right-side, you will find helpful tools such as links to playtime challenges, informative files, and the lesson status.
8. When you are ready for playtime, click on Assign Challenges. Playtime will enable your students to play the challenges relevant to the lesson. In case a student completes playtime early, they can always play Skill Mode challenges.
9. Once students complete the challenges and playtime is over, click on End Playtime and students will be blocked from the challenges once again.
10. Once you are finished, click on End Lesson to exit Lesson Mode and return



students to free play.

11. After you end the lesson, the lesson's status will be marked as complete and the lesson number will be filled in green. You can always uncheck Mark Complete if you wish for the lesson to remain unmarked.
12. Please note that within 2 hours of beginning a lesson, the Lesson will be ended automatically and marked as complete. This is to prevent students from getting blocked in case you forget to end the lesson. However, if you wish to limit student progress so that they cannot pass the current lesson, you can do so in the Progress Tab. I will show you how to do that now.
13. [Click here](#) to access the Lessons tutorial.

## b.Courses Tab - Assign Courses

Assigning courses is a feature that helps you control what content your students can access. By assigning only certain courses to a class, students cannot jump ahead.

To assign courses to a class:

1. Click the menu icon in the top right-hand corner.
2. Select '[My Classrooms](#)' from the menu. A list of classrooms will appear so choose the desired classroom.
3. In the dashboard, go to the 'Courses' tab.
4. Find the course you would like to assign and click on the "Assign to class" button.
5. You will now see a little flag saying "Assigned" on this course.
6. You can also choose to unassign courses so that students cannot move forward by themselves. Click on the "Unassign" button for the course you would like to unassign.

## c.Progress Tab

The table in the 'Progress' tab shows students sorted by name, from A to Z. It is possible to change the table to show students sorted by their progress in the game by selecting 'sort by progress'. Click on the expand button in the progress table to see the entire class. Use the arrow buttons on the left and right of the progress table to move between the challenges and topics. The colorful stars represent student solutions and the star score achieved.

An exclamation point surrounded by a circle on a challenge means that the





student attempted and failed it. To see their attempted solution, click on the challenge. You can view individual student information (i.e progress level and average score) by clicking their names in the progress table.

Click on the Skill Mode tab in the Student Progress table to see student progress and solutions to skill challenges. Click on 'Export Data to File' on the top right side of the progress tab to download a csv file with extended information about student progress in CodeMonkey.

You can choose any of your courses in order to see your student's progress in them.

#### d.Find Solutions

To view solutions to different challenges:

1. Click the menu icon in the top right-hand corner.
2. Select '[My Classrooms](#)' from the menu. A list of classrooms will appear, choose the desired classroom.
3. In the dashboard, go to the 'Progress' tab
4. Using the left and right arrows, locate and click on the challenge number to find its solution
5. You will now see a 'reference solution' (3 stars) to this challenge.
6. To go back to the dashboard, click on the 'back' arrow in your browser.
7. If you want to see a 'reference solution' for a skill challenge, first click on 'Skill Mode' tab, then repeat items 3 and 4.

#### e.How to View Student Solutions

To see a 'Student Solution' for a challenge, follow these steps:

1. Go to the classroom's dashboard
2. Click on the 'Progress' tab
3. Locate the student's username in the table.
4. Click on the star or the exclamation point that represents the solution to the desired challenge
5. Once the relevant icon is clicked on, a pop-up window will appear with a timestamp. If the student solved the challenge more than once, a few time stamps will appear, each with its own relevant icon (star for solution, exclamation point for attempted solution). Pick the desired solution and click on the timestamp.
6. The student's solution to the challenge will appear.
7. To see a student solution to a Skill Mode challenge, click on the 'Skill Mode' tab, then repeat items 3-6.



## f.Limit Student Progress

By limiting classroom progress, students will not be able to progress beyond a certain challenge. To limit student progress, do the following:

- a. Click on the classroom the progress needs to be limited for. Go to the 'Progress' tab
- b. Click 'Limit Progress' in the upper right-hand corner of the tab.
- c. Next to 'Student Progress' is the 'Limit Classroom Progress' field, change the selection to the upper field saying 'Limit Progress - Students can play only up to challenge..'
- d. In the text box, enter the maximum challenge number students should be able to solve upto.
- e. Click on 'Save changes'.
- f. When students finish the set maximum challenge, a message will appear on their screens reading 'You have reached your class limit!'
- g. Repeat items a-f to change the challenge limit.
- h. To return student access to free play, repeat items a-c, but select 'Free play - Students can play without limitation' instead and click 'save.'
- i. You can also choose to limit your students' progress on last lesson taught by choosing 'Limit progress based on last lesson taught'. This means that now students who log-in outside of class time will not be able to play past the last challenge in that lesson. However, they will still be able to play Skill Mode.

## g.Gradebook Tab

The gradebook tab shows student grades based on the quality of their solutions in the game. This tab is only available for teachers with a valid classroom subscription. CodeMonkey uses a star rating to rank solutions. After every completed challenge the student gets a star rating on their solution. The stars are distributed in the following way:

- First star is given if all the bananas were caught
- Second star is given if user used what they learned
- Third star is given if the code is short and to the point

Grading works based on the stars:

- A one star solution is worth 20 points
- A two star solution is worth 60 points
- A three star solution is worth 100 points
- An assessment challenge has twice the weight as other challenges.



The table in the 'Gradebook' tab shows the grade students got on each coding topic. Each column represents a different topic. On the right there's an "overall" column that shows student overall grade. This grade only takes into consideration the topics that students completed in full. If students started solving challenges in a certain topic but have not finished that topic, they will get an 'Incomplete' in the gradebook table. If a student did not begin solving challenges in a certain topic, then the cell will remain empty. Teachers can either view grades by numbers (1-10), letters (A-F) or percentages (1%-100%) by changing the settings above the table. You can change the 'Overall Grade' to show only a range of topics, which is useful if you want to see a grade for just one semester. Click on the cell marked 'Student' to change the table to show students from A-Z or Z-A. Click on the cell marked 'Overall Grade' to filter the students from the highest grade to the lowest, or vice versa. Click 'Export Grades' in the upper righthand corner to download a CSV file of Student Grades.

## 15. Archive

During times when students transfer or classrooms change, the dashboard can be reorganized by archiving accounts and classrooms that are no longer in use. Archiving a student or classroom means that all the data, progress and achievements remain, but students will not be able to access any of the challenges or courses available in the subscription. For those who have a flex subscription, archiving students will free-up space in 'Available Seats'. Archiving with a non-flex teacher subscription, will not affect the number of available seats.

To view Archive:

1. Click on the menu, then choose '[My Classrooms](#)'.
2. Scroll all the way down to 'Archive'.
3. Click the archive to see archived classrooms and student accounts.

Restore a Classroom:

1. Click on the menu, then choose '[My Classrooms](#)'.
2. Scroll down to 'Archive'.
3. Click on the archive to see archived classrooms and students.
4. Choose on the classroom that needs to be restored, and click on 'Restore Classroom'.



5. In the pop-up window, click on 'Restore'.

**Please note:** Restoring a classroom will use available seats!

### **Restore a Student Account:**

Note: The restoration process varies according to whether the student was archived with the classroom or if individually.

#### **Archived with Class:**

1. Click on the menu button in the top right-hand corner and then choose '[My Classrooms](#)'.
2. Scroll down to 'Archive'.
3. Click on 'Archive' to view archived classrooms and students.
4. Choose the classroom with the archived student.
5. In the 'Student' tab, locate the student who needs to be restored and click on the 'Restore' button next to the student's name.
6. In the pop-up click on 'Restore'.
7. In the next window, choose the classroom this student should be added to, then click on 'move student'.

#### **Archived Individually:**

1. Click menu, then choose '[My Classrooms](#)'.
2. Scroll down to 'Archive'.
3. Click to see archived classrooms and students.
4. On the bottom part of 'Archive', click on the line with the student icon '# of other students archived from various classrooms'.
5. The next page contains all individually archived students, including which classroom they were previously in. Locate the student who needs to be restored and click 'Restore' in the actions column.
6. A pop-up will appear asking to confirm the account restoration. Click on 'Restore' to confirm. Note: Unarchiving a student will use up available seats.
7. If the classroom the student came from is still active, that student will be assigned back to that classroom. If the classroom is no longer available, in the next window there will appear an option to choose which classroom the student should be added to. Click on 'move student' to confirm.



## 16. Lesson plans

A detailed Curriculum Guide is available to help teach coding in the classroom, regardless of how much prior Computer Science experience or knowledge you have. Coding Adventure's curriculum is made up of 48 45-minute lessons that align with all 3 Coding Adventure courses. The format of each lesson plan consists of three parts: an Introduction, Playtime, and Debriefing. The curriculum accompanies the teaching process step by step, and is explained in a way so that previous experience with Computer Science is not required. The full curriculum is only available for teachers with a valid classroom subscription. Those participating in the "teacher trial" have access to a limited version of the curriculum for a limited time of 30 days.

To access the curriculum:

- In the CodeMonkey homepage, you will see the "teacher resources" on the right side of the screen
- Click on 'Lesson Plans'
- Click on the designated file
- Download, print, enjoy!

## 17. Skill Mode Challenges

When it comes to coding, practice makes perfect. The more you code, the better you will get. Getting better at coding does not imply that the learning process is over, it just means that it is time to take on bigger challenges. For this reason, Skill Mode challenges were created. These challenges are designed to get students ready for more advanced topics, whether on the CodeMonkey platform or in real life.

**Please note:** Skill Mode challenges are only available with a classroom subscription.

To Access Skill Mode:

1. Click on the challenges map in the navigation bar
2. Click on the Skill Mode tab in the upper righthand corner of the map
3. Skill Mode challenges will unlock as students progress in the game.



## 18. Challenge Builder

Challenge Builder allows for students and teachers to create their own CodeMonkey challenges. Teachers can create challenges for students to solve as extra work or to deepen their understanding in a specific topic. Teachers can also instruct students to create challenges to demonstrate what they have learned so far. After students are done creating challenges, they can share them with their class and solve each other's challenges. Challenge Builder is only available for classrooms with an active Classroom subscription.

How to Access Challenge Builder:

1. Go to the CodeMonkey homepage
2. Scroll down to 'My challenges', or click on the 'My Challenges' link in the navigation bar.
3. Click 'Create new' on the right-side of the title.

How to View Student Challenges:

- For teachers: Go to the Showroom tab in your classroom's dashboard to view all student challenges and games.
- For students: On the right side of the CodeMonkey homepage are challenges and games created by their classmates. Students can click on any challenge or game to play.

To learn more about Challenge Builder please refer to the [Challenge Builder Guide](#).

## 19. Game Builder

Game Builder is CodeMonkey's platform for teaching kids how to apply their coding skills and become game developers. There are three Game Design courses that teach students how to design their own games. Student-created games can be easily shared and played on mobile phones! To read more about Game Builder visit [www.codemonkey.com/game-builder](http://www.codemonkey.com/game-builder).



## 20. Become a Certified CodeMonkey Instructor

Having to learn something new and teach it at the same time can be difficult and frustrating. CodeMonkey's online professional development resource - "How to teach CodeMonkey 101" provides teachers with the information and tools necessary to tackle this area. Teachers can complete the course online at their own pace.

The course features 7 video lessons that cover:

1. Basic Computer Science concepts
2. How to use CodeMonkey's teaching tools
3. Tips and tricks

### **Lesson Format:**

1. Video introduction of the concept
2. Online practice on the CodeMonkey platform
3. Short quiz

To access the course, purchase the "[Super teacher](#)" subscription. Using this subscription you'll be able to play through challenges 0-70 of CodeMonkey and learn about objects, functions, arguments, loops, variables, indexing and for loops. Those who complete the course, become a certified CodeMonkey instructor and receive a digital diploma. They can also upgrade their subscription to a full classroom and receive a special \$50 discount. [Sign up to the course here](#). For any questions about this course, contact CodeMonkey directly via email: [info@cm-studios.com](mailto:info@cm-studios.com)

## 21. Support

Contact CodeMonkey at [info@cm-studios.com](mailto:info@cm-studios.com) for any questions or comments.

For more information, follow CodeMonkey on social media [Twitter](#), [Facebook](#) and [Instagram](#). For more FAQ visit our [FAQ page](#).